

# **UNITED STATES PROBATION OFFICE DISTRICT OF CONNECTICUT**

## **POSITION ANNOUNCEMENT**

**Position Title:** United States Probation Officer (More than one position may be available)

**Opening Date:** February 18, 2005

**Closing Date:** March 31, 2005

**Location:** Bridgeport, Hartford or New Haven, CT. Must be willing to travel throughout the State of Connecticut.

### **Qualifications:**

1. Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, business or public administration.
2. Two years of specialized experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance abuse/addiction treatment. Experience as a police, custodial, or security officer, other than criminal investigative experience, is not creditable. Completion of a master's degree in a field of study closely related to the work of the position can be substituted for the two years of specialized experience.
3. Must be a U.S. citizen or eligible to work in the U.S.
4. Excellent written and oral communication skills.
5. Must possess a valid drivers license and an automobile.

### **Physical Requirements and Maximum Entry Age**

1. The duties of a Probation Officer requires the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, and use of

self-defense tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses.

2. First time appointees must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

### **Application Process:**

Application form is available via the internet at [www.ctd.uscourts.gov/ctp](http://www.ctd.uscourts.gov/ctp), by mail from the U.S. Probation Office, 157 Church Street, 22<sup>nd</sup> Floor, New Haven, CT 06510, Attn: Human Resources, or by calling (203) 773-2100.

Qualified applicants will be invited to participate in a writing sample exercise. Top candidates will be selected for a personal interview. Prior to appointment, applicants considered for this position will undergo a full background investigation and drug screening. In addition, the incumbent will be subject to random drug screening and updated background investigations every five years.

Incomplete applications will not be returned, retained or considered.